



**Parks and Recreation Board Agenda**  
**Wednesday, July 19, 2017 – 5:30 pm**  
City Managers Conference Room  
2<sup>nd</sup> Floor, Whitewater Municipal Building  
312 W. Whitewater St. Whitewater, WI 53190

**Call to Order and Roll Call**

**Consent Agenda:**

CA-A	Approval of Parks and Recreation Board minutes of June 29, 2017
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**Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

**Staff Reports:**

Parks & Recreation Director	Updates to Include: Weed Harvest update and Active Shooter Training on August 23 <sup>rd</sup> , Sports Programs and Tournaments
Recreation and Community Events Programmer	Updates to include: Summer Programs and Events

**Considerations:**

C-1	Presentation and discussion on the possible lake draw down process for Cravath and Trippe Lakes by Eric Boettcher and Tim Reel, Wastewater Superintendant
C-2	Discussion and possible action on relocation of the Dog Park
C-3	Discussion and update on current Aquatic and Fitness center June financials review
C-4	Request for future agenda items
C-5	Adjourn

*It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

**City of Whitewater  
Parks and Recreation Board  
Minutes**

**Thursday, June 29, 2017– 6:30 pm**

Cravath Lakefront Conference Room  
2nd Floor, Whitewater Municipal Building  
312 W. Whitewater St. Whitewater, WI 53190

**Call to Order and Roll Call**

Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan.

Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

Staff: Eric Boettcher, Steve Hatton, Cameron Clapper, Jessica Fritz, Michelle Dujardin, and Deb Oas.

Guests: None

**Consent Agenda:**

CA-A Approval of Parks and Recreation Board minutes of May 17, 2017

No items to be removed from consent agenda. Ryan moved to accept the consent agenda with the noted corrections to the May 17<sup>th</sup> minutes. Second by McCormick. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan. Noes: None. Abstain: None.

Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

**Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

No Comments

**Staff Reports:**

Parks & Recreation Director

Eric Boettcher- Self introduction and excitement expressed for the position.

Recreation & Community Events Programmer

Michelle Dujardin – Summer Programs: All the summer programs have begun and have great attendance. Kids Camp is currently located at the High School and truly enjoying the opportunity to utilize the Aquatic Center once a week.

Events: The first family fun night hosted on June 15<sup>th</sup> was the Philip and Henry Magic Show. Attendance was great with over 100 enjoying the show. The first concert in the park was the

Palmyra- Eagle Community Band. Attendance was good with over 75 people. The next family fun night is the Big Rig Gig on Thursday, July 13<sup>th</sup>.

Lake Harvest: Midwest Aquatics came to do the first weed harvesting of both Trippe and Cravath Lake the week of June 19<sup>th</sup>. Additional rain fall helped the harvest and clear excess floating weeds from the lake. The harvest will happen again in August.

Athletic Program Coordinator

Brian de la Torriente ( Update given by Dujardin) – Tee Ball and Rookie Ball has started, and first games were this past Tuesday. 86 total kids.

Tennis Program is in its third week. Total of 24 participants. Premier Tennis and Fitness is teaching classes.

July 7-9, Whippet Challenge Baseball Tournament. 24 total teams. 10u-12u.

Hosting 12u Quad County End of Season Tournament July 14-16. Total of 16 teams.

Looking to host a one day Fall softball tournament the weekend of August 26<sup>th</sup>.

## **Considerations:**

C-1 Presentation by Parks & Recreation Director and Aquatics Director of Whitewater Aquatic & Fitness Center

- Current Financials of facility  
For the Month of May, the Aquatic Center saw Revenues of \$39,366.29 and Expenses of \$61, 905.37.
- Future planning of financials with Steve Hatton  
The Cities Finance Director Steve Hatton presented the current financials along with best and worst case scenarios for completed 2017.
- Proposed Cleaning List  
Oas presented the cleaning list for discussion and questions.
- State Inspection Report  
The Aquatic Center had a state inspection completed on May 23, 2017. Oas stated we had only a few issues that came up. The emergency telephone in the pool area, a shower head and the chipping rock wall and waterfall behind the whirlpool were items that need immediate attention. Oas stated a plan to fix all of the items were in place.
- Update on Lap Pool Shut Down & Acid Wash  
The lap pool shut down is scheduled to start the night of Sunday, July 23 and then acid wash the pool on Monday morning hopefully being done around noon. The refilling will then start with the hopes of restarting the system and opening the pool by Sunday, July 30<sup>th</sup>. This time line assumes the use of pumps and fire hoses from the city to speed the process.

- Hot tub concerns and plans  
Oas presented an outside quote of \$52,000 for the hot tub rock wall repair. Boettcher spoke with Chuck Nass and will be able to complete the project in house with a cost of \$2,500-\$3,000. Dates and time of repair are still in the works.

C-2 Discussion and possible action related to Whitewater Police Department Request to close Aquatic Center on August 23<sup>rd</sup> for Active Shooter Training taking place at the High School.

Boettcher presented a letter from the Whitewater Police department requesting to close the Aquatic and Fitness center for and active shooter training that will take place at the High School on Wednesday, August 23, 2017.

Knedler moved to close the facility for three days the last week in July in conjunction with the Lap Pool closure for deep cleaning and to also work with the Whitewater Police Department to firm up exact training times on August 23<sup>rd</sup> for partial closure. Second by Kaina. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan Noes: None. Abstain: None. Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

C-3 Discussion and possible action on Whitewater Grocery Co. to be eligible as a partnership organization and receive free facility rentals.

Boettcher presented the letter from Whitewater Grocery Co. that is requesting to a partner organization of the Whitewater Parks and Recreation Department. This will enable them to receive a discount on use of city facility space to hold meetings.

Kidd moved to approve Whitewater Grocery Co. eligible as a partnership organization and receive free facility rental. Second by McCormick. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan Noes: None. Abstain: None. Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

C-4 Discussion and possible action related to the scheduling of future Parks & Recreation Board Meeting times and days.

Boettcher presented the discussion of the time and date changer for the Parks and Recreation Board meetings to be held on the Third Wednesday of the month with a start time of 5:00pm. This will allow those staff members who may need to attend the board meetings to be able to do so immediately after work.

Members stated concern of a 5:00pm start time do to the ability to attend the meetings on time.

Knedler moved to approve the future Parks and Recreation Board Meetings take place on the third Wednesday of the month with the start time of 5:30pm. Second by Ryan. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan Noes: None. Abstain: None. Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

C-5 Request for future agenda items

No requests were stated

C-6 Adjourn

Kaina moved to adjourn at 7:45 pm. Second by Kilar. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan Noes: None. Abstain: None. Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

**Next scheduled meeting: Wednesday, July 19th, 5:30 pm**

Respectfully submitted,

*Michelle Dujardin*

Michelle Dujardin

# Memo

**To:** Parks and Recreation Board  
**From:** Eric Boettcher, Parks and Recreation Director  
**Date:** July 17, 2017  
**Re:** July 19th Parks & Recreation Board Meeting

## Staff Report

### Director report

Lake Harvest Update, August 23<sup>rd</sup> Active Shooter Training update, Sports Program and Tournament Updates and Summer Program and event updates.

### Recreation and Community Events Programmer Update:

Summer Programs and Event Updates

### C-1 Presentation and Discussion on the possible Lake Drawdown process for Cravath and Trippe Lakes by Eric Boettcher and Tim Reel, Wastewater Superintendant.

The City of Whitewater is looking at ways to improve the lake quality of both Cravath and Trippe Lake. City staff attended a meeting with the Wisconsin Department of Natural Resources on June 30<sup>th</sup> to discuss ways to improve our lake. The current plan involves doing a weed harvest twice a year. An assortment of options has been discussed on how to improve the lakes. A process of a lake draw down is now a process that might be our best option. We will discuss the timeline and benefits of this process going forward.

### C-2 Discussion and Possible Action on relocation of the Dog Park

The City of Whitewater dog park has been an issue for residents. The original plan was to have an area where dog owners could let their pet run free in a fenced in area. The current location is a lower area that is extremely wet especially in the early spring. This has proven to be a challenge for our park maintenance to mow and maintain the current location.

We are proposing a new location for the park on the corner of East Starin Road and Jefferson Street. This will enable us to provide a dog park on higher ground that will allow us properly maintain and allow residents a better experience with their pets.

(See attached)

**C-3 Discussion and update on Current Aquatic and Fitness Center June financial review.**

**Financials:**

For the Month of June, the Aquatic Center saw Revenues of \$84,649.22 and Expenses of \$84, 046.28.

**C-4 Request for future agenda items**

Thanks!  
Eric Boettcher  
Parks and Recreation Director

# DOG PARK PROPOSAL

FORMER ALPHA CAST SITE





**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2017**

**AQUATIC CENTER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>AQUATIC CTR-MEMBERSHIPS</u>					
247-41000-55 FAMILY MEMBERSHIP REVENUE	21,604.51	123,058.68	150,000.00	26,941.32	82.0
247-41100-55 ADULT MEMBERSHIP REVENUE	.00	.00	30,000.00	30,000.00	.0
247-41200-55 YOUTH MEMBERSHIP REVENUE	.00	.00	30,000.00	30,000.00	.0
247-41300-55 SENIOR MEMBERSHIP REVENUE	.00	.00	30,000.00	30,000.00	.0
247-41350-55 SILVER SNEAKERS MEMBERSHIP	1,113.00	2,388.00	.00	( 2,388.00)	.0
247-41400-55 COUPLE MEMBERSHIP REVENUE	.00	.00	20,000.00	20,000.00	.0
247-41500-55 COLLEGE STUDENT MEMBERSHIPS	25.00	71.91	8,324.00	8,252.09	.9
TOTAL AQUATIC CTR-MEMBERSHIPS	22,742.51	125,518.59	268,324.00	142,805.41	46.8
<u>AQUATIC CTR-PASSES</u>					
247-42000-55 ADULT DAY PASSES	6,323.55	41,205.42	80,000.00	38,794.58	51.5
247-42100-55 YOUTH DAY PASSES	3,326.43	30,406.87	80,000.00	49,593.13	38.0
247-42300-55 GROUP RATES	4,185.99	14,456.47	5,178.00	( 9,278.47)	279.2
TOTAL AQUATIC CTR-PASSES	13,835.97	86,068.76	165,178.00	79,109.24	52.1
<u>SOURCE 43</u>					
247-43000-55 SWIM LESSONS	1,911.85	13,187.96	40,000.00	26,812.04	33.0
247-43200-55 LAND FITNESS CLASSES	1,444.90	8,331.09	40,000.00	31,668.91	20.8
247-43300-55 WATER CLASSES	.00	1,555.57	16,846.00	15,290.43	9.2
TOTAL SOURCE 43	3,356.75	23,074.62	96,846.00	73,771.38	23.8
<u>AQUATIC CTR-RENTALS</u>					
247-44000-55 MEETING ROOM RENTALS	400.00	1,500.00	1,500.00	.00	100.0
247-44100-55 WHITEWATER SCHOOL DIST RENTAL	.00	.00	20,500.00	20,500.00	.0
247-44200-55 BIRTHDAY PARTIES	1,257.14	13,943.51	8,000.00	( 5,943.51)	174.3
TOTAL AQUATIC CTR-RENTALS	1,657.14	15,443.51	30,000.00	14,556.49	51.5

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2017**

**AQUATIC CENTER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE 45</u>					
247-45000-55 LIFE GUARD REIMB WHS	.00	.00	2,000.00	2,000.00	.0
247-45050-55 DONATION-DLK-MARKETING	.00	5,000.00	.00 (	5,000.00)	.0
247-45100-55 GIFT CERTIFICATES	.00	150.49	1,555.00	1,404.51	9.7
247-45200-55 MASSAGE	.00	.00	5,000.00	5,000.00	.0
247-45300-55 PERSONAL TRAINING REVENUE	.00	.00	2,000.00	2,000.00	.0
247-45400-55 CONCESSIONS STAND	3,691.24	29,334.15	48,000.00	18,665.85	61.1
247-45500-55 PRO-SHOP INCOME	365.61	1,843.56	.00 (	1,843.56)	.0
247-45600-55 INTEREST INCOME	.00	387.19	.00 (	387.19)	.0
247-45700-55 STATE SALES TAX	.00	.00	9,000.00	9,000.00	.0
TOTAL SOURCE 45	4,056.85	36,715.39	67,555.00	30,839.61	54.4
<u>SOURCE 49</u>					
247-49280-55 WUSD CONTRIBUTION	39,000.00	78,000.00	78,000.00	.00	100.0
247-49285-55 WUSD CAPITAL IMPROVE CONT	.00	25,000.00	50,000.00	25,000.00	50.0
247-49290-55 GENERAL FUND TRANSFER	.00	78,000.00	78,000.00	.00	100.0
247-49295-55 GENERAL FUND CAP IMPROVE CONT	.00	50,000.00	50,000.00	.00	100.0
247-49300-55 FUND BALANCE APPLIED	.00	.00	( 15,678.00)	( 15,678.00)	.0
TOTAL SOURCE 49	39,000.00	231,000.00	240,322.00	9,322.00	96.1
TOTAL FUND REVENUE	84,649.22	517,820.87	868,225.00	350,404.13	59.6

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2017**

**AQUATIC CENTER**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>WAC-MANAGEMENT</u>					
247-55100-111	SALARIES/PERMANENT	9,680.00	37,674.63	86,424.00	48,749.37	43.6
247-55100-112	WAGES/OVERTIME	.00	462.00	.00	( 462.00)	.0
247-55100-113	WAGES/TEMPORARY	.00	1,920.00	.00	( 1,920.00)	.0
247-55100-150	MEDICARE TAX/CITY SHARE	137.35	563.15	1,323.00	759.85	42.6
247-55100-151	SOCIAL SECURITY/CITY SHARE	587.32	2,408.06	5,656.00	3,247.94	42.6
247-55100-152	RETIREMENT	644.64	2,501.79	5,877.00	3,375.21	42.6
247-55100-153	HEALTH INSURANCE	1,447.83	8,724.18	25,841.00	17,116.82	33.8
247-55100-155	WORKERS COMPENSATION	178.05	731.68	.00	( 731.68)	.0
247-55100-156	LIFE INSURANCE	3.93	22.90	43.00	20.10	53.3
	<b>TOTAL WAC-MANAGEMENT</b>	<b>12,679.12</b>	<b>55,008.39</b>	<b>125,164.00</b>	<b>70,155.61</b>	<b>44.0</b>
	<u>WAC-FRONT DESK</u>					
247-55150-113	WAGES/TEMPORARY	10,489.81	36,030.58	62,544.00	26,513.42	57.6
247-55150-150	MEDICARE TAX/CITY SHARE	152.12	522.38	907.00	384.62	57.6
247-55150-151	SOCIAL SECURITY/CITY SHARE	650.45	2,233.55	3,878.00	1,644.45	57.6
247-55150-155	WORKERS COMPENSATION	461.57	1,584.93	2,514.00	929.07	63.0
	<b>TOTAL WAC-FRONT DESK</b>	<b>11,753.95</b>	<b>40,371.44</b>	<b>69,843.00</b>	<b>29,471.56</b>	<b>57.8</b>
	<u>WAC-FITNESS</u>					
247-55200-114	WAGES/PART-TIME/PERMANENT	3,380.25	13,581.25	22,480.00	8,898.75	60.4
247-55200-150	MEDICARE TAX/CITY SHARE	49.04	196.97	326.00	129.03	60.4
247-55200-151	SOCIAL SECURITY/CITY SHARE	209.60	842.15	1,394.00	551.85	60.4
247-55200-155	WORKERS COMPENSATION	148.74	597.58	904.00	306.42	66.1
	<b>TOTAL WAC-FITNESS</b>	<b>3,787.63</b>	<b>15,217.95</b>	<b>25,104.00</b>	<b>9,886.05</b>	<b>60.6</b>
	<u>WAC-AQUATIC</u>					
247-55300-112	WAGES/OVERTIME	.00	229.50	.00	( 229.50)	.0
247-55300-114	WAGES/PART-TIME/PERMANENT	24,074.58	101,430.27	221,430.00	119,999.73	45.8
247-55300-150	MEDICARE TAX/CITY SHARE	349.13	1,473.75	2,875.00	1,401.25	51.3
247-55300-151	SOCIAL SECURITY/CITY SHARE	1,492.67	6,301.29	12,294.00	5,992.71	51.3
247-55300-155	WORKERS COMPENSATION	1,057.80	4,465.77	7,971.00	3,505.23	56.0
	<b>TOTAL WAC-AQUATIC</b>	<b>26,974.18</b>	<b>113,900.58</b>	<b>244,570.00</b>	<b>130,669.42</b>	<b>46.6</b>

**CITY OF WHITEWATER**  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 30, 2017

**AQUATIC CENTER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
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WAC-ADMIN EXPENSES

247-55500-225	TELEPHONE	235.78	1,934.23	.00 ( 1,934.23)	.0
247-55500-246	CLEANING & SUPPLIES	786.11	4,148.48	10,000.00	5,851.52
247-55500-310	OFFICE SUPPLIES	.00	403.02	1,500.00	1,096.98
247-55500-340	FITNESS CLASS SUPPLIES	285.81	939.63	1,000.00	60.37
247-55500-343	POSTAGE	.00	.00	600.00	600.00
247-55500-650	CREDIT CARD PROCESSING FEES	.00	.00	3,000.00	3,000.00
247-55500-652	BANK CHARGES	.00	5.00	.00 ( 5.00)	.0
247-55500-654	PERMITS & FEES	655.00	693.00	709.00	16.00
247-55500-656	MEMBER KEY TAGS	295.00	590.00	600.00	10.00
247-55500-658	FAMILY PARTNERSHIP PAYOUTS	13.85	13.85	2,000.00	1,986.15
TOTAL WAC-ADMIN EXPENSES		2,271.55	8,727.21	19,409.00	10,681.79

WAC-POOL EXPENSES

247-55600-340	LIFEGUARD SUPPLIES	48.00	266.75	600.00	333.25
247-55600-342	WSI CLASS EXPENSE	14.81	44.81	1,500.00	1,455.19
247-55600-344	LIFEGUARD CLASS EXPENSE	38.00	335.00	4,000.00	3,665.00
247-55600-346	GENERAL POOL MAINTENANCE	1,540.00	10,500.75	4,000.00 ( 6,500.75)	262.5
247-55600-348	POOL EQUIPMENT	.00	.00	500.00	500.00
247-55600-350	POOL CHEMICALS	1,500.00	9,000.00	11,000.00	2,000.00
TOTAL WAC-POOL EXPENSES		3,140.81	20,147.31	21,600.00	1,452.69

WAC-UTILITIES/HVAC

247-55700-221	WATER/SEWER UTILITIES	6,651.28	20,440.44	21,000.00	559.56
247-55700-222	ELECTRIC UTILITIES	7,202.25	36,697.74	103,312.00	66,614.26
247-55700-224	GAS UTILITIES	2,698.56	25,395.78	62,923.00	37,527.22
247-55700-244	HVAC SUPPLIES	.00	5,865.00	1,000.00 ( 4,865.00)	586.5
247-55700-355	REPAIR/MAINT SUPPLIES	278.63	10,490.97	.00 ( 10,490.97)	.0
TOTAL WAC-UTILITIES/HVAC		16,830.72	98,889.93	188,235.00	89,345.07

WAC-OTHER EXPENSES

247-55800-324	MARKETING	159.94	1,152.72	30,000.00	28,847.28
247-55800-340	OPERATING SUPPLIES	.00	3,601.94	.00 ( 3,601.94)	.0
247-55800-342	CONCESSION SUPPLIES	5,300.94	24,012.83	41,000.00	16,987.17
247-55800-344	LAND FITNESS SPECIAL EVENTS	.00	296.68	.00 ( 296.68)	.0
247-55800-346	PRO-SHOP INVENTORY	1,147.44	1,982.47	3,300.00	1,317.53
247-55800-810	CAPITAL EQUIPMENT	.00	995.00	.00 ( 995.00)	.0
247-55800-820	CAPITAL IMPROVEMENTS	.00	.00	100,000.00	100,000.00
TOTAL WAC-OTHER EXPENSES		6,608.32	32,041.64	174,300.00	142,258.36

**CITY OF WHITEWATER**  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 30, 2017

**AQUATIC CENTER**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
TOTAL FUND EXPENDITURES	84,046.28	384,304.45	868,225.00	483,920.55	44.3
NET REVENUE OVER EXPENDITURES	602.94	133,516.42	.00	( 133,516.42)	.0